



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO

NSHSBETHINST 5210.1B
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JAN 24 1995

NSHS BETHESDA INSTRUCTION 5210.1B

From: Commanding Officer

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5213.1B
(b) HSETCINST 5210.1

1. **Purpose.** To promulgate the policies and procedures of the references and to maintain a forms management program within this Command and its Detachments.

2. **Cancellation.** NSHSINST 5210.1A

3. **Objectives**

a. To develop an appropriate and adequate program to support the requirements of the Command initiated by higher authority.

b. To reduce cost through control, standardization, consolidation and the elimination of ineffective or duplicate forms.

c. To keep forms simple, practical and up to date.

4. **Responsibilities**

a. The Commanding Officer and each Officer-In-Charge/SMDR shall appoint a Forms Control Officer in writing.

b. The Forms Control Officer shall:

(1) Establish and maintain a Forms Management Program in accordance with the references and this instruction.

(2) Conduct and document an annual review of all local forms used within the Command/Detachment eliminating ineffective, obsolete and duplicate forms.

(3) Review all proposed instructions or revisions prior to issuance to ensure any and all forms required are in compliance with the references and this instruction.

(4) Maintain a separate file for each activity form, past and present with all supporting data.

(5) Assign form numbers to all current and new forms in accordance with reference (a).

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(6) Maintain a Master Listing of all NSHS Bethesda forms using the OPNAV 5213/18, Forms Register, and publish the list at least annually.

(7) Coordinate reproduction and stocking of all activity forms.

c. Each Director shall:

(1) Monitor all forms used within the Directorate for usage rate, function and effectiveness.

(2) Submit all requests for creation/revision of NSHS Bethesda forms, with supporting documentation, to the Forms Control Officer using the OPNAV 5213/19, Request for a New or Revised Form. Requests for overprinting of higher echelon forms shall be in accordance with reference (a).


ANN LANGLEY

Distribution:
List I & III (Less NNMC)